

**Los Angeles County Department of Mental Health
Transitional Age Youth System of Care (TAY-SOC)
Quality Improvement Committee Meeting**

Meeting Minutes: September 27, 2012
Location: West Central Mental Health
3751 Stocker St, Los Angeles 90008

Chair: Staci Atkins, Chairperson
Minutes: Nisaa Madyun, RN

Start Time: 9am
End Time: 11am

Attendees:

Armstrong, Valerie - The Guidance Center
Auer-Arriaga, Christina - AFH-CRS/FSP/FCCS
Borkheim, Marc - DMH
Brodsly, Suzanne-Crittenton Services for Children and Families
Chavez, Joseph A.-Children's Counseling Center
Cuellar, Aimee - Personal Involvement Center
Echeverria, Liz - SCHARP/Barbour & Floyd
Elder, Julie - SCHARP/Barbour & Floyd
Garnica, Andrea - Weber Community Center
Gutierrez, Elva-The Guidance Center
Harvey, Lisa -Hollygrove
Kausar, Ahmad - DMH/SA6 Admin/SFC
Kim, Kathleen -Counseling 4 Kids
Leon, Lorrie -Children's Institute, Inc
Madyun, Nisaa - West Central MHC
Moore, Vynette-Shields for Families
Murray, Shannon-Watts Labor Community Action Committee
Porter, Marcia - West Central MHC
Probst, Lisa -Junior Blind
Reddy, Kimberly-LA Child Guidance Center
Ridgway, Angelia-DMH Augustus F. Hawkins MHC
Slaise, DeAnn-SCHARP/Barbour & Floyd
Vigil, Andy-Drew Child Development Center
Wallach, Scott - DMH
Wilkerson, Kameelah - Hathaway-Sycamores

Agenda Item/Presenter	Discussion	Decisions/Scheduled Tasks
Welcome and Introductions		
Review of Minutes for August	<ul style="list-style-type: none"> Standard 	<ul style="list-style-type: none"> Minutes approved, no corrections indicated
Quality Improvement -Staci Atkins		
SA 6 Update Provider Directory	<ul style="list-style-type: none"> The Department is requesting updated information for contract providers. 	<ul style="list-style-type: none"> District Chief Yolanda Whittington will send out an email to the Executive Providers requesting their updated information.
LAC-DMH PRO: Request to Change Provider Report (DMH Policy 200.2)	<p style="text-align: center;">Standing Agenda Item</p> <ul style="list-style-type: none"> Patients Rights Office is in the process of finalizing change of provider report coming out in Sept 	<ul style="list-style-type: none"> Each month every agency must submit request to change provider report even if there are no changes. RCP Report is being finalized, when finalized report will be disseminated (Per DMH Policy 200.2)
Cultural Competency Committee Update	<ul style="list-style-type: none"> Attendees were asked to review the SA 6 QA/QI Newsletter which indicates trainings and dates. A Cultural Competence and Mental Health Summit is taking place Dec. 6 & 7. 	<ul style="list-style-type: none"> Staci Atkins shared that there is currently a waitlist for the Summit.
Clinical Quality Improvement OMD Report	<ul style="list-style-type: none"> No updates for this month. 	
Consumer Access to Service Test Calls	<ul style="list-style-type: none"> Providers were asked to discuss their experience during the Test Calls Project. 	<ul style="list-style-type: none"> Kameelah Wilkerson shared that she completed one test call and that it went well.
Consumer Perception Survey MHSIP Survey	<ul style="list-style-type: none"> Providers were asked to discuss their experience during the Consumer Perception Survey MHSIP period. 	<ul style="list-style-type: none"> Providers reported minimal problems during the survey period. One provider brought up that it would be helpful if even preliminary results were disseminated in order to increase staff motivation to participate in

Agenda Item/Presenter	Discussion	survey process. Decisions/Scheduled Tasks
<p>Quality Assurance -Staci Atkins</p> <p>New QA Division Webpage</p> <p>Audits/Review</p> <p>Contractual Questions QA Service Leads</p> <p>State DMH Updates</p> <p>Documentation Training Newsletter Updates</p>	<ul style="list-style-type: none"> Quality Assurance Division has a new webpage: http://psbqi.dmh.lacounty.gov/QA_Div.html Providers were asked if any of their agencies had any upcoming audits or reviews scheduled. Providers were reminded to contact Kimberly Spears, SA 6 Health Program Analyst II and Yolanda Whittington, SA 6 District Chief with any contractual questions/concerns. State System Review Feb. 11th, Feb. 25th and March 4th. Approximately 80 charts will be selected. Committee reviewed the System Review schedule and asked questions regarding the period from which the charts will be selected. NOA forms should be given to clients and a copy kept by the Provider. NOA & MHP Logs will also be part of the System Review. Recoupment does apply to the System Review. Basic Documentation Training: October 22, 2012. Online Documentation Trainings: Wraparound CFT Training Module, Assessments & Medical Necessity Training and CCCP Training Module. 	<ul style="list-style-type: none"> Christina Auer-Arriaga stated that Augustus F. Hawkins MHC recently had an Field Capable Clinical Services (FCCS) Program Audit. Kimberly Spears (323) 298-3673 Yolanda Whittington (323) 298-3671 Dr. Borkheim clarified that a random sample of charts will be selected from a 3 month period beginning 12 months prior to the date of the on-site chart review. Committee members were encouraged to review handouts: <i>Department of Health Care Services (DHCS) MHSD Information Notice No. MHSD 12-05, DHCS Compliance Section Annual Review Protocol for Consolidated Specialty Mental Health Services and Other Funded Services FY 2012-13 and Notice of Action</i>. Please review the NOA & MHP Log requirements per LAC DMH Contract. Angelia Ridgway requested clarification about the question: "Current length of treatment?" on the Adult Initial Assessment. Julie Elder suggested the question refers to treatment the client has been receiving at another agency. Committee requesting email response.

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Medical Records	<ul style="list-style-type: none"> Clinical Records Bulletin Edition 2012-01: Consent for Email, Tier 2 Clinical Transfer and Client Instructions, were reviewed. 	<ul style="list-style-type: none"> QA/QI Liaisons must add this to their agency binder.
QA Issues to Watch For	<ul style="list-style-type: none"> QA Bulletin No. 12-04-Updates To <i>The Guide to Procedure Codes</i>. New Quality Assurance Division Leads were reintroduced to the Committee. Documentation changes based on the new state contract: <ul style="list-style-type: none"> Client treatment plans must now include a proposed frequency and duration of intervention(s) Progress notes must now contain the signature of the person providing the service (or electronic equivalent); the person's type of professional degree, licensure or job title; and the relevant identification number, if applicable. New Guide to Quality Assurance Chart Review. Committee members reviewed newsletter 	<ul style="list-style-type: none"> Quality Assurance Bulletin 12-04 was reviewed, and Committee members encouraged to download updated version of <i>A Guide To Procedure Codes for Claiming Mental Health Services</i> is available online at http://file.lacounty.gov/dmh/cms1_159845.pdf Susan Brodsky inquired about TBS treatment plans, and how frequency and duration should be included, given the fluctuation of intervention frequency. Dr. Borkheim stated that a frequency/duration needs to be specified on the treatment plan, and any deviation needs to be documented in the progress note. Some Committee members expressed their discontent with being required to put their license number on documentation. Christina Auer-Arriaga asked whether staff were now allowed to register with the Board of Behavioral Sciences using their work address to maintain the confidentiality of employee's home addresses. Directly operated clinics were asked to submit their written description of their QA process to the QA Division by October 1, 2012.
SA 6 Quality Assurance Newsletter		
State DMH Updates	<ul style="list-style-type: none"> Katie A. Update- Committee was given handout entitled: <i>Katie A Implementation: Initial Billing Requirements</i>. 	

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Open Agenda Items Adjournment	<ul style="list-style-type: none">• Next meeting is Thursday, October 25, 2012.	

Staci Atkins

Date

